



BIDDER'S CONFERENCE – MINUTES OF MEETING, Q&A and Amendment
RFP-UNDP-ATSEA-109950-017-2020

Assignment Name:

Facilitation of Biodiversity, Fisheries, land-based and Marine Pollution and Gender Field Assessment in Rote Ndao, Aru Archipelago and Merauke District

Date and Time:

24 August 2020 starting 1400 hour (GMT+7)

Venue:

Online Zoom Meeting

Meeting ID: 974 0647 9609

Password: 696935

Closing Date:

Please refer to the e-tendering system with event ID: 0000006840

TO ALL INTERESTED BIDDERS

	Introduction and Guidance
Information	<p>Bid Conference was opened with following agenda:</p> <ol style="list-style-type: none">1. Explanation on RFP document – administrative issue (closing date, submission & method, delivery method for submitting offer, contract award, etc.).2. Explanation on Annex I3. Explanation on the Term of Reference (TOR)4. Explanation on the Submission Forms5. Q & A (going through all sessions) <p><i>*Bidders were encouraged to carefully read the RFP document before preparing the offer and to check regularly UNDP E-tendering & UNDP website for any update/amendment to this tender document</i></p>

Q&A session is incorporated into the below minutes		
1	Q	Why UNDP do not differentiate the gender expert and biodiversity expert?
	A	One of the objectives from this project are to identify the gender assessment around the Marine Protected Area (MPA) in South East Aru and also new MPA in Kolepom island. The personnel should have experience related to biodiversity and gender issues
2	Q	How long required personnel have to stand by?
	A	The bidders could refer based on the table in the travels expected. The estimation days from in each area are describe in the table
3	Q	Is there any enumerator in each region?
	A	The bidder could refer based on the scope of work. We recommended the maximum number of the field enumerator in each region, If it necessary to adding more enumerator it is part of the strategy in the proposal from the bidders
4	Q	Will UNDP provide the methodology?
	A	Yes. UNDP provide the research design of each objective include the methodology. The bidders could refer in the TOR based on part "PROJECT COORDINATION UNIT RESPONSIBILITY"
Amendment to the RFP		
1		Annex III, Term of Reference, page 19, should be written as follow: The sampling location are 45 villages from 3 district. The revision are the number of the village in Merauke District from 43 to 20 villages. Villages will be define based on representative for each sub district
2		Annex III, Term of Reference, the detail Scope of Work, page 21-22, should be written as follow: The detail scope of work as follow: <u>Scope of work 1: Facilitate capacity building for assessment and design field arrangement</u> 1.1 Manage to recruit the local enumerator and facilitator for field assessment that collaborated with UNDP partners in the area; 1.2 Support to organize serial training for four (4) assessment objectives in Rote Ndao, Aru Archipelago, and Merauke district (venue and logistic, and others); 1.3 Present the field arrangement planning in Rote Ndao, Aru archipelago and Maluku Province; 1.4 Submit meeting notes and training material <u>Scope of work 2: Facilitate Field Assessment in Rote Ndao</u> 2.1 Manage data collection for Habitat and Ecosystem Assessment, land-based and marine pollution, and gender assessment 2.2 Organize and facilitate during field assessment for logistic and

		<p>accommodation survey, stationary survey, administration (official letter, distribution, any other requirement as necessary) with not more than 6 (Six) additional field enumerator;</p> <p>2.3 Provide cleaning data collection, and field report for implementation survey.</p> <p><u>Scope of work 3: Facilitate Field Assessment in Merauke District</u></p> <p>3.1 Manage data collection for Habitat and Ecosystem Assessment, Fisheries, and gender field assessment</p> <p>3.2 Organize and facilitate during field assessment for logistic and accommodation survey, stationary survey, administration (official letter, distribution, any other requirement as necessary) with not more than 7 (seven) additional field enumerator;</p> <p>3.3 Provide cleaning collected data, and field report for implementation survey</p> <p><u>Scope of work 4: Facilitate Field Assessment in Aru Archipelago District</u></p> <p>4.1 Manage data collection for Habitat and Ecosystem Assessment, Fisheries and gender field assessment</p> <p>4.2 Organize and facilitate during field assessment for logistic and accommodation survey, stationary survey, administration (official letter, distribution any other requirement as necessary) with not more than 7 (seven) additional field enumerator;</p> <p>4.3 Provide cleaning data collection, and field report for implementation survey</p> <p><u>Scope of work 5: Final Report</u></p> <p>5.1 Present compilation data and information on 4 field assessment from Rote Ndao, Aru Archipelago and Merauke district., include verified participatory mapping data in spatial datasets</p> <p>5.2 Manage workshop event for technical consultation on field assessment report collaborate with expert from UNDP</p> <p>5.3 Provide photos and videos of documentation process. The consultant shall submit a file storage (i.e. USB or CD) containing soft copy of data and information, presentation and photos and video that produce by the project</p>
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Jakarta, 25 August 2020